Sponsorship opportunities

6th IBA Global Entrepreneurship Conference
17–18 May 2022, Amsterdam, The Netherlands
Delegate numbers by region 2019

Delegate numbers/conference location

FAQs

Q: What is a complimentary delegate pass?
A: Provided with certain sponsorship packages, complimentary delegate passes grant the same access as full paying delegates. Speakers are not eligible for complimentary passes.

Q: Who can attend as an exhibitor?
A: Only non-law firms can exhibit; law firms and lawyers cannot be exhibitors. Exhibitor passes grant access to the exhibitor area and the first conference reception only.

Q: If my firm is a sponsor, how many speaker slots do I get?
A: The IBA does not link sponsorship with speaking opportunities. For information regarding speaking opportunities, please contact the relevant conference co-chairs.

Please note, as per IBA policy, speaking and sponsorship are kept entirely separate.
Sponsorship opportunities

Non-law firms only

ALL SPONSORSHIP PACKAGES ARE NON-EXCLUSIVE AND NON-NEGOTIABLE


Benefits | Headline conference sponsorship £6,500 | Associate conference sponsorship £5,000 | Exhibitor display table £1,800
---|---|---|---
Complimentary sponsor delegate passes. Sponsor delegate passes, given away as part of a sponsorship agreement, cannot be used by speakers, panellists, Chairs or Co-Chairs, members of the press or adjudicators. Complimentary delegate passes can only be used by a representative of the sponsoring company in their capacity as a delegate. Registration of complimentary delegate passes must be completed no later than 14 days prior to conference commencement date. | Three | Two |
Complimentary attendance to all social events including ticketed dinners for named sponsor delegates | Three | Two |
Option to provide two minute promotional video of company, played as delegates enter meeting room prior to each session commencing. Video to be supplied in .WMV format. | • |
Sponsor logos to appear on all conference promotional materials from date of booking. (Logo to be supplied in EPS Vector format) | • |
Sponsor logo on the cover of the online and final programmes | • |
Sponsor logo to appear inside online and final programmes | • | • | •
Sponsor logo to appear on the conference holding presentation in main session room | • | • |
Sponsor logo to appear on general conference signage | • |
Sponsor logo on signage at conference dinner | • |
Sponsor logo on signage at conference refreshment breaks | • |
Sponsor logo on signage at conference luncheon | • |
Sponsor/exhibitor logo and link on the conference website | • | • | •
Sponsor/exhibitor description linked to logo on conference website 500 words 300 words 100 words | Exhibitor display table | • | • | •
Full page greyscale advertisement to be included in the final programme. Artwork to be supplied no later than 14 days prior to conference commencement date. | • |
Full page colour advertisement to be included in the online programme. Artwork to be supplied no later than 14 days before the conference commencement date. | • | • |
Conference working programme and list of firms attending, to be emailed to the main sponsor contact, in PDF format, one week prior to conference start date | • | • |
Sponsors acknowledged via IBA Sponsorship Twitter and LinkedIn accounts | • | • | •

IBA sponsorship packages do not include speaking opportunities. Speaking opportunities cannot be linked to sponsorship discussions or financial arrangements. Neither officers, nor representatives of the Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship or financial agreement. Please notify Andrew Webster-Dunn, Head of Advertising and Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org if you are asked to sponsor a conference or event as a condition of an invitation to speak at the conference.

Should you wish to be considered for a speaking position at an IBA Conference, please email conferences@int-bar.org stating the conference of interest and ask to be put in touch with the relevant Conference Chair.

For further information on sponsorship please contact Andrew Webster-Dunn on andrew.webster-dunn@int-bar.org or telephone on +44 (0) 20 7842 0090
Sponsorship opportunities

Available to all

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<table>
<thead>
<tr>
<th>Benefits</th>
<th>Headline social event sponsorship</th>
<th>Conference dinner sponsorship</th>
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Should you wish to be considered for a speaking position at an IBA Conference, please email conferences@int-bar.org stating the conference of interest and ask to be put in touch with the relevant Conference Chair.

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Assignment of sponsorships

All sponsorships are non-exclusive and non-negotiable.

Interpretation and definitions

In this agreement, unless the context otherwise requires, the following definitions shall apply:

1. ‘sponsor’ includes Headline Conference sponsor, Associate Conference sponsor, Headline social event sponsor, Exhibitor display table or any other category named by the IBA.
2. ‘sponsor’ means an organisation that is named as one of the Headline Conference sponsors, Headline social event sponsors, Display sponsor or any other category named by the IBA.
3. ‘IBA’ means International Bar Association
4. ‘GDPR’ means the General Data Protection Regulation (Regulation (EU) 2016/679), as amended or replaced from time to time.
5. ‘Data Protection Law’ means the GDPR and all other national, international or other laws related to data protection and privacy that are applicable to any personal data or information processed by the IBA.

Cancellation of sponsorship

Cancellation of sponsorship must be directed in writing to:
Andrew Webster-Dunn, Head of Sponsorship, International Bar Association, 5 Chancery Lane, London, WC2A 1LG United Kingdom or andrew.webster-dunn@int-bar.org

Exhibitor/sponsorship packages, including benefits and costs cannot be shared between firms or companies. No discount or refund will be given for non-use of benefits by the sponsor associated with a sponsorship package.

Should the sponsor wish to withdraw from being a sponsor of the chosen IBA specialist conference after placing an order, the sponsor will be liable to pay the following amounts:
- Cancellation after Sponsor logo is placed on the relevant IBA specialist conference webpage, up to 60 days prior to the conference commencement date, 50 per cent of agreed value of invoice.
- Cancellation 60 days prior to the conference commencement date as shown on the relevant conference webpage, 95 per cent of the agreed value of invoice.
- Cancellation 30 days or less prior to the conference commencement date as shown on the relevant conference webpage, 100 per cent of the agreed value of invoice.

Cancellation of sponsorship must be directed in writing to:
Andrew Webster-Dunn, Head of Sponsorship, International Bar Association, 5 Chancery Lane, London, WC2A 1LG United Kingdom or andrew.webster-dunn@int-bar.org

Invoicing

We are now issuing pro-forma invoices rather than final invoices as we recognise income on a cash receipts basis, as such we cannot issue an invoice until the pro-forma invoice is paid. This is a recognised practice by HMRC as per guidelines published in 1970 (see below) and allows us to comply with the VAT regulations imposed on us by the UK authorities. Pro-forma invoices will be sent within 48 hours of the booking being placed. The invoice and receipt will be issued as soon as payment is received, the pro-forma invoice contains all the details that would be included on an invoice, including the VAT rate charged it just has the words pro-forma instead of invoice.

HMRC Published Guidelines (since 1970)

If you need to issue a sales document for goods or services you have not supplied yet you issue a pro-forma invoice. A pro-forma invoice IS a valid invoice requiring your payment. A pro-forma invoice IS NOT a VAT invoice (you receive one of those automatically on payment).

All invoices must be paid within 30 days of the date on the invoice or no later than 30 days prior to the conference start date. Invoices remaining unpaid at the commencement of the conference must be paid in full at the conference before delegate and or exhibitor passes are released. For the avoidance of doubt, you shall not be permitted entry to the Conference unless full payment has been received by us.

No deductions or withholdings

All fees payable to us by you in accordance with the terms contained in this ‘information’ section shall be paid free and clear of all deductions or withholdings whatsoever.

If any deductions or withholdings are required by law to be made from any fees payable to us by you under the terms contained in this ‘information’ section you shall pay such sum as will, after the deduction or withholding has been made, leave us with the same benefit you would have received in the absence of any such requirement to make a deduction or withholding.

If we obtain the benefit of any tax credit or other benefit by reference to any such deductions or withholdings, then we shall repay to you such amount as, after such repayment has been made, will leave us in no worse position than we would have had had no such deductions or withholdings been required.

Contract acceptance

The acceptance of the booking shall be at the discretion of the IBA, and upon acceptance, becomes a contract. By completing the online booking form, the sponsor agrees to comply with, and be subject to, the terms and conditions contained in this document. The IBA reserves the right to refuse or deny sponsorship to prospective Sponsors, with no explanation.

Mailing lists

The IBA does not provide mailing list for any of its conferences.

Sponsorship and speaking at an IBA conference

Under IBA Policy, speaking opportunities at an IBA conference or event CANNOT be linked to exhibiting or sponsorship discussions. Neither Officers, nor representatives of the IBA Sponsorship Department are authorised to agree, discuss or confirm speaking opportunities at an IBA conference as part of a sponsorship agreement. If you are interested in speaking at an IBA conference and to confirm the condition of this invitation is that you MUST also pay to exhibit or be a sponsor at the conference, please email Andrew Webster-Dunn, Head of Advertising and Sponsorship, International Bar Association on andrew.webster-dunn@int-bar.org sending proof of the agreement. If it is proven in writing that being exhibitor or sponsor is a condition of your speaker invitation, the necessary steps will be taken to reimburse your sponsorship funds and provide you with the sponsorship benefits.

Conference Chair and Co-Chairs

Conference Chair and Co-Chairs are not authorised to agree sponsorship programmes, costs or benefits. Any sponsorship arrangements made by a Conference Chair and Co-Chairs of the said conference will be subject to amendments to comply with IBA policy.

Complimentary sponsor delegate badges

Sponsor delegate badges, given as part of a sponsorship agreement, cannot be assigned to speakers, sponsors, Conference Chair or Co-Chairs, press, adjudicators or anyone listed in the programme as speaking in any capacity. A sponsor delegate badge can only be used by a representative of the sponsoring company in their capacity as a delegate. Sponsor delegate badges cannot be used by consultancy companies linked to a law firm. Delegate badges cannot be shared by multiple people. Delegate badges must be worn and visible at all times and cannot be altered. Sponsor delegate badges entitle the delegate to the same benefits as a paying delegate. Sponsor delegate badge holders may attend all non-ticketed social events, sessions and purchase tickets to any other IBA ticketed social events. The delegate badge is valid for the duration of the conference, for the named individual. A sponsor delegate online registration form must be completed by the sponsor in order to obtain the Sponsor delegate badge. Notification of changes to free delegate passes must be sent via e-mail, to the appropriate member of the IBA Sponsorship team no later than five working days prior to the commencement of the conference. No amendments will be made at the event, only the people on the registration form may attend the conference. No discount or refund will be given for non-use of complimentary delegate passes.

IBA best practices policy for attendees, exhibitors and sponsors

IBA provides opportunities for sponsors to have direct exposure to conference attendees during the sponsored or conference defined period. All conference sponsors are expected to abide by the following policy: (1) conference sponsors will not detract from any other company’s investment by competing with the sponsored event, e.g., the hosting of an event at the same time as an IBA sponsored event; (2) conference sponsors will not interfere with another sponsor’s or exhibitor’s communication with an attendee communication, either directly or indirectly, e.g., the distribution of brochures or other collateral outside of a designated area/exhibit booth. These other similar actions will be considered unacceptable and will be prohibited except with the explicit written permission of IBA. All attendees, regardless of whether they sponsor, exhibit or network at an event, are subject to the guidelines of this policy. Attendance at the conference signifies agreement to this policy and subsequent consequences if violated.

Exhibitors and the exhibition hall

Law firms cannot exhibit or distribute literature promoting their firm at an IBA specialist conference. Exhibitors are not permitted to support, promote or distribute books, magazines, journals or printed literature promoting products or services which are not owned, published or produced by the paying exhibitor. Exhibiting companies are not permitted to distribute promotional literature on behalf of law firms which are not linked to exhibiting companies. Exhibitors found to be in breach of the above clauses will be instructed to stop or risk expulsion from the exhibition hall.

Exhibitor attendance and badges

The maximum number of exhibitor passes allocated per booth is two, no exceptions will be given. Exhibitor badges cannot be used by lawyers of any description. Exhibitor badge holders must be employed by the exhibiting company. Each exhibitor must wear an exhibitor badge at the conference.

Sponsor delegate badges cannot be assigned to another person at the conference. Only those registered prior to the conference may attend the event. Any other non-registered attendees will be asked to leave. Exhibitor passes must not be altered or covered. The exhibitor pass is valid for the duration of the conference. With the exception of the first or only conference reception, exhibitors are not permitted to attend any other conference social functions. Lunches and refreshment breaks are not provided as part of an exhibition or sponsorship package, therefore, exhibitor personnel are not permitted to attend lunches or refreshment breaks; those who do will be asked to leave. Exhibitors are not permitted to invite guests to the conference or exhibition. Notification of changes to exhibition staff must be made within five working days prior to the commencement of the conference. No additional badges will be issued at the event.

Exhibitor use of space/promotional materials

When exhibiting all solicitation, demonstration or other promotional activities must be confined to the limits of the area assigned. No sponsor can distribute promotional materials in a break out room or function. Literature shall be limited to reasonable quantities. A company’s promotional materials should not interfere with any other company’s sponsorship or exhibition. A sponsor is prohibited from distributing copyrighted materials and promotions that are not owned, produced or published by the paying exhibitor. Exhibiting companies are not permitted to distribute promotional literature on behalf of law firms which are not linked to exhibiting companies. Exhibitors found to be in breach of the above clauses will be instructed to stop or risk expulsion from the exhibition hall.

Scheduled exhibition dates and hours

Scheduled exhibition times are from 08:00hrs through to the end of the last working session specified in the programme for each day.
Installation of exhibits
Exhibitors must display materials unpacked and ready for display, with all packaging cleared away and the exhibitor’s equipment and material delivered to the exhibition space by the agreed move-in time. No work will be permitted once the conference registration desk has opened and the first delegate has arrived. Installation can be completed once delegates have begun the first session.

Booth construction and arrangement
Exhibitors are responsible for the erection of necessary draped tables of uniform style. All exhibits must be confined to the special limits of the booth as indicated on the floor plan or by the IBA conference organisers. The exhibit booth rental fee includes a table approximately 6’ wide x 2’ deep and two side chairs. No part of the display except equipment therein, is permitted in excess of 6’ in height without prior permission granted by the IBA. Booths shall not present an objectionable side appearance when viewed from adjoining booth areas. All exhibit displays must stay within the parameters of the space allocated.

Care of exhibition space and building
The exhibitor shall not alter the floor space of the occupied space in good order. Special cleaning and dusting of the booth and display equipment and material will be the exhibitor’s responsibility. Exhibitors may not place any in the exhibition space common areas. Exhibitors, or their agents, must not injure or deface the wall or floors of building. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Electrical wiring must conform to the health and safety regulations of the country in which the event is held. Combustible materials or explosives are not permitted in the exhibition area. All exhibits shall serve the interests of the members of IBA and be operated in a way that does not detract from the appearance when viewed from adjoining booth areas. All exhibitor displays must stay within the parameters of the space allocated.

Exhibit freight
Exhibitors are responsible for the delivery and removal of their freight to and from the exhibition centre. The IBA is unable to assist in the shipment of materials to and from the conference. All freight must be labeled exactly as specified by the IBA. The IBA shall not be held responsible for loss of any freight materials, especially those incorrectly labeled. Information on shipping can be obtained by contacting Andrew Webster-Dunn at andrew.webster-dunn@int-bar.org. The IBA will not be liable for any refund of exhibition fees or any other exhibition-related expenses.

Exhibits
Exhibiting companies assume entire responsibility and hereby agree to protect, defend and hold the IBA and its employees and agents harmless against all claims, losses and damages to persons or property, government charges, fines and attorney fees arising from or caused by the exhibitor installation, removal, maintenance, occupancy or use of conference premises or a part thereof, excluding any such liability caused by the sole negligence of the venue, its employees and agents.

Insurance
All exhibitors MUST obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibition materials should be covered under the special limits of the insurance. All materials remaining after the conference closes or at a time specified by an IBA representative, will be removed and destroyed by the conference staff. All exhibits shall be removed by the exhibitor and shall be indemnified and held harmless the IBA from any and all such losses, damages and claims.

Liability
Hosting invitational cocktail parties, open houses and similar exhibitor-sponsored affairs, should be checked with the IBA conference management so as not to conflict with any of the programmed events.

Conferences postponement or cancellations
In the event of it not being able to hold a conference for any of the above named reasons reimburse the sponsor for the amount already paid for the program. IBA will not be liable for fulfillment of this contract as to the delivery of exhibition space if non-delivery is due to any of the following causes including, but not limited to: damage, destruction or loss of the conference venue, acts of God, public enemy, war, civil insurrections, strikes, the authority of the law, or for any cause beyond IBA’s control. IBA will however, in the event of it not being able to hold a conference for any of the above named reasons reimburse the sponsor for the amount already paid for the sponsorship.

Data Protection
For the purposes of this agreement and either party’s processing of personal data in connection with this agreement, the parties agree that each party acts as an independent data controller. Each party shall (i) only process personal data in accordance with, and shall not cause itself or the other party to be in breach of, Data Protection Law, (ii) only process the other party’s personal data as reasonably necessary to perform its obligations and exercise its rights under this agreement; (iii) ensure that it has obtained all necessary rights, permission and/or consents required for the disclosure of personal data to the other party as specified in the agreement, and (iv) act reasonably in providing such information and assistance as the other party may reasonably request to enable the other party to comply with its obligations under Data Protection Law.

For the purposes of this agreement, the terms personal data, controller, processor, processing, data subject and supervisory authority shall have the meanings ascribed to them under the GDPR. IBA Privacy Policy: https://www.ibanet.org/web-privacy-policy.aspx

Amendments
Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of the IBA. Sponsors shall be notified in writing of any amendments to these regulations.

Questions
Contact Andrew Webster-Dunn, Head of Sponsorship, International Bar Association, at +44 14902 78 69 009 or andrew.webster-dunn@int-bar.org

Governing law and jurisdiction
This Agreement shall be exclusively governed and construed in accordance with the laws of England and Wales without regard to Headlines of conflicts of law.